



DNR OHV Grant Program Kaizen Event Report Out

Team “Tread Lightly”
February 18-20, 2012

The Opportunity

David

Team “Tread Lightly”

David

- David Downing, Law Enforcement
- Megan Wisecup, Law Enforcement
- Kathleen Moench, Budget and Finance
- Sherry Arntzen, Parks
- Lori Eberhard, Parks
- Stephanie Sheetz, City of Fort Dodge
- Wayne Swarts, ATVAI / Trailblazers
- Shawn Hoaglan, ATVAI / Trailblazers
- Terry Durby, Stateline OHV Club
- Michael Rygh, ATVAI
- Mike Hauen, ATVAI
- Larry Rolfson, IOHVA
- Chris Van Gorp, Director’s Office



Scope

Sherry

- This event will review the OHV program grant process from the time an applicant decides they want to apply, until the grant is closed and reporting is complete.

Goals

Sherry

1. Issue Notice of Intended Action for Chapter 46 updates within 6 months of event
2. 100% of applicable documents are updated and available for the next grant cycle and are on the DNR website
3. 100% of applicants are represented at review and selection meeting
4. 100% of grant applications are completed properly
5. 100% of clubs are educated on the application form and process

Objectives

Sherry

1. Rescind Chapter 28 and move revised grant info to Chapter 46
2. Update grant application (including sign order)
3. Establish guidelines for grant reporting
4. Establish clear criteria for pre-payments
5. Update partner association language in rule
6. Review timing of application process
 1. Insurance process
 2. Sign ordering process
 3. Federal grants
7. More transparency and understanding of OHV fund financials
8. Improve communication to the association and clubs/applicants

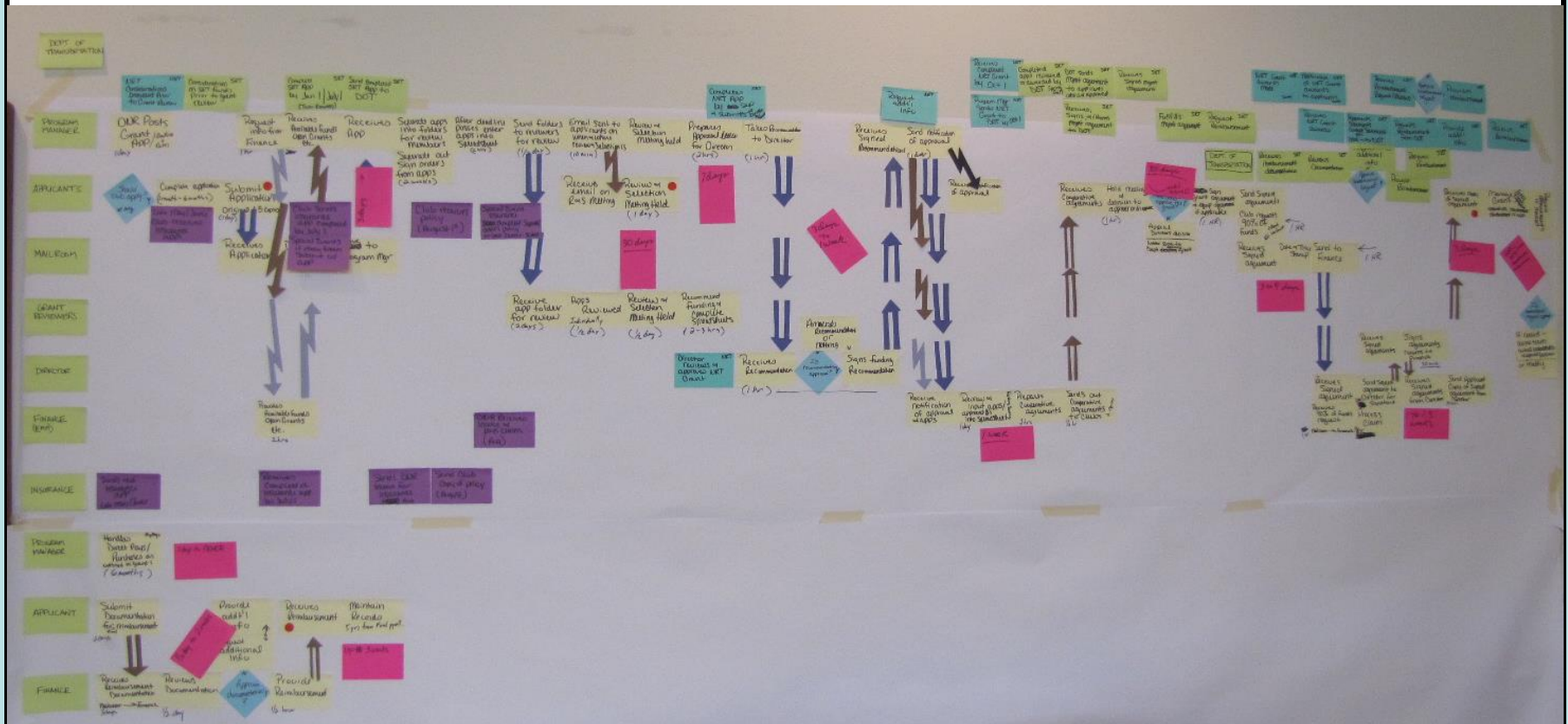
Kaizen Methodology

Chris

- Clear objectives
- Team process
- Tight focus on time
- Quick & simple
- Necessary resources immediately available
- Immediate results (new process designed by end of week)

Current Process

Kathleen



LEAN

State of Iowa
Continuous Improvement

Brainstorming

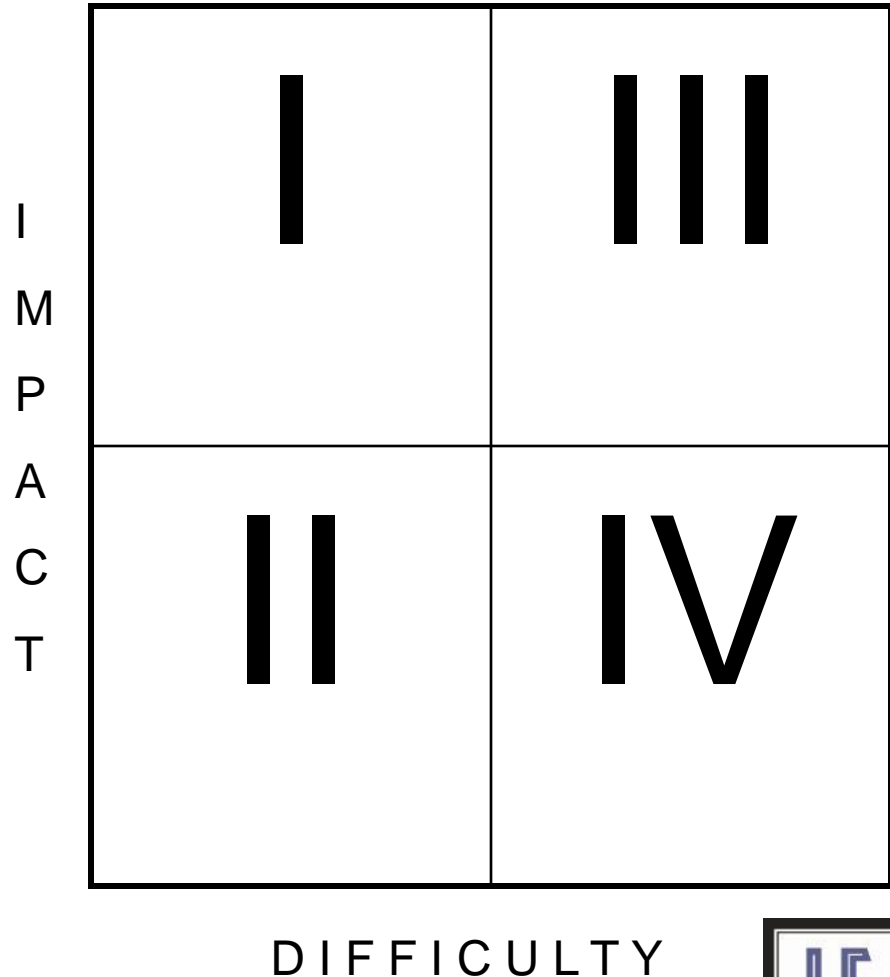
Kathleen

- Application Improvements
- Timelines
- Training
- Grant Review Process
- Program assistance
- Electronic Application Submittal

De-selection Process

Kathleen

- Identifies
 - Impact to customer
 - Difficulty implementing
- Helps to rate/rank solutions to resolve issues while identifying ease of implementation



Kathleen



Homework

Megan

Item	Item Description	Person Responsible	Due Date
1	Determine process and need for placing state purchased infrastructure and equipment on state inventory	David and Erin Massman	March 2 and ongoing
2	Finish ATV Grant Application	Kathleen	Draft March 2
3	Letters of support from clubs and associations to DNR Director	Clubs and associations	March 20
4	Investigate if electronic files are sufficient rather than paper files for Kathleen	Kathleen, Tamara	March 20
5	Record retention schedule for clubs to maintain records (3yrs from final payment ok?)	Kathleen and Legal	March 20
6	Explore electronic signature policy for cooperative agreement and application	Kathleen and legal	March 20
7	Finalize Rule changes and submit to Legal	David	30 day
8	Define criteria for OHV park planners and trail designers	David, Stephanie, Linda Miler	90 day
9	Complete website updates / Grant Toolkit	Megan, Stephanie	90 day
10	Expand Master Contracts	David and Linda Miller	6 month



Results

Megan

- Reduced steps in the Grant Application and Review Process by 25%
- Reduced Delay Time by 56%
- Drafted New Rule language
- Updated Grant Application
- Adjusted timing of processes to flow better
- More electronic communication with applicants
- Improved training and communication



Team Member Experience

All

Comments

Chris Van Gorp

**We welcome your
questions and comments!**

